

Fields for the Master Reports File in Access format

BLDG (building number)

FL (floor number)

RM (room number)

SF (square feet)

USE (use code)

YR (contract year, first and second digits in center number)

FUNDING (funding area code, 3rd and 4th digits in center number)

COMP (activity code, fifth digit in the center number)

PROJ (last five digits of center number)

CENTER NUMBER (10 digit center number)

DIVISION (name of Division)

LAB/BRANCH (name of Lab or Branch)

SECTION/CENTER (name of Section or Center)

ADMINISTRATOR (contact person)

LAB CHIEF/EQUIVALENT (name of Lab Chief or head of department)

PI/EQUIVALENT (name of PI or head of program)

USE CODE (code for primary use of room)

PURPOSE (primary purpose of each room)

DESCRIPTION (primary description of each room)

SUMMARY (field grouped on Lab, Office, Animal Room or Other)